

STATE OF CALIFORNIA
California Environmental Protection Agency
AIR RESOURCES BOARD
TRAINING REQUEST

ASD-27 (REV.11/01/99)

EMPLOYEE INFORMATION				
NAME:	E-MAIL:	PHONE:		
CLASSIFICATION:	DIVISION:	BARGAINING UNIT:		
COURSE INFORMATION				
COURSE TITLE:		COURSE NO:		
NAME/ADDRESS/PHONE OF INSTITUTION CONDUCTING TRAINING:		TRAINING LOCATION: (Complete address)		
TRAINING DATE:		ALTERNATE DATE:		
TRAINING TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		ALTERNATE TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
CHECK ONE OF THE FOLLOWING		ESTIMATED TIME AND EXPENSES		
<input type="checkbox"/> ALREADY ENROLLED (REQ'D FOR COLLEGE COURSES EXCEPT UCD EXT.) <input type="checkbox"/> REQUIRES ADVANCE PAYMENT (ATTACH BROCHURE) <input type="checkbox"/> SPECIAL ACCOMMODATION REQUIRED (ATTACH EXPLANATION)		EMPLOYEE TIME:		TUITION/REG.FEES:
		STATE TIME:		BOOK/SUPPLIES:
		TOTAL TIME:		TRAVEL/PARKING:
				PER DIEM:
				TOTAL COSTS:
TRAINING CATEGORIES & TAXATION TO BE DETERMINED BY SUPERVISOR		SIGNATURES		TRAINING SECTION ONLY
<input type="checkbox"/> JOB REQUIRED – Training designed to assure adequate performance in current assignment. (Includes orientation, safety, and training mandated by law or other state authority) <input type="checkbox"/> JOB RELATED – Training to increase job proficiency or improve job performance above acceptable levels of competency. <input type="checkbox"/> UPWARD MOBILITY – Training to provide career movement for clerical classifications MST's, AR TECH's and IST's that facilitates movement to other classifications with Increased career opportunity. <input type="checkbox"/> TAXABLE – Training which solely relates to another position and would not be required in the present position <u>IS</u> taxable. <input type="checkbox"/> NONTAXABLE –Upward mobility training which maintains or improves the employee's skills required in their CURRENT position remains non-taxable. <input type="checkbox"/> CAREER RELATED – Training designed to assist in the development of career potential and provide opportunity for self-development. (May be unrelated to current job).		ALL TRAINING MUST BE APPROVED BEFORE ENROLLMENT/ATTENDANCE		<input type="checkbox"/> FAXED <input type="checkbox"/> PHONE ENROLLED <input type="checkbox"/> WILL INVOICE <input type="checkbox"/> REQUISITION TO ACCTING <input type="checkbox"/> NOTICE TO EMPLOYEE <input type="checkbox"/> KEYED <input type="checkbox"/> CONFIRMATION # _____ (Training Coordinator Signature)
		<div style="display: flex; justify-content: space-between;"> (Employee Signature) Date </div>		
		APPROVED BY		
		<div style="display: flex; justify-content: space-between;"> (Supervisor's Signature) Date </div>		
		<div style="display: flex; justify-content: space-between;"> (Division Chief/Designee) Date </div>		
FOR TRAINING SECTION USE ONLY				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 20%;"><input type="checkbox"/> Communication (CM)</div> <div style="width: 20%;"><input type="checkbox"/> Mgmt/Supvr (MT)</div> <div style="width: 20%;"><input type="checkbox"/> Professional/Technical (PT)</div> <div style="width: 20%;"><input type="checkbox"/> Secretarial (SE)</div> <div style="width: 20%;"><input type="checkbox"/> In-Service</div> <div style="width: 20%;"><input type="checkbox"/> EDP (ED)</div> <div style="width: 20%;"><input type="checkbox"/> Orientation (OR)</div> <div style="width: 20%;"><input type="checkbox"/> Safety (SF)</div> <div style="width: 20%;"><input type="checkbox"/> Taxable</div> <div style="width: 20%;"><input type="checkbox"/> Out-Service</div> </div>				

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